

	<b>INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL</b>	
	<b>Chapter 11: Independent Living</b>	<b>Effective Date:</b> July 1, 2006
	<b>Section 15: Independent Living Field Specialists</b>	<b>Version:</b> 1

## POLICY [NEW]

- The Indiana Department of Child Services (DCS) will maintain three (3) Independent Living Field Specialist (ILFS) positions through Chafee Foster Care Independence Program funding.
- DCS will assure statewide access to the Indiana Child Welfare Information System (ICWIS) for input into Independent Living (IL) County for all youth receiving Voluntary Services and monitoring referrals for Chafee Independent Living (IL) services for eligible youth. See separate policy, [11.7: Voluntary Services](#).

### Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

## PROCEDURE

The ILFS will:

1. Search for former foster youth through contact with the Family Case Managers (FCM) in the counties being served, through sibling contact, and other sources that may be available.
2. Enter all youth receiving voluntary services into IL County in ICWIS and maintain contact information in the youth's case.
3. Maintain a paper case file for all youth receiving voluntary services that includes:
  - a. Application for Voluntary Services and Service Agreement for the youth from the referring county
  - b. Completed Ansell-Casey Life Skills Assessment
  - c. Copy of the youth's IL Plan
  - d. Progress Reports on services being provided
  - e. Paper copy of the Post-Discharge Summary
  - f. Copy of the Chafee Assessment
4. Complete the post-discharge summary with information provided by the youth if possible prior to case closure in ICWIS.

The State IL Coordinator will:

1. Monitor IL County in ICWIS to approve intakes as entered by the ILFS and close cases as submitted for closure.
2. Provide training and information as required for the ILFS.

## PRACTICE GUIDANCE

### **Other Services Provided by the ILFS**

- Develop resource packets with information regarding available services in each county being served and provide to any youth being provided services choosing to reside in that county.
- Meet with contracted service providers in the region served to collect information related to youth being served.
- Meet with the youth being served as possible.
- Assist youth in obtaining an approval signature for the [Voluntary Services Application and Service Agreement](#) by the county of residence.

## FORMS AND TOOLS

- [Voluntary Services Application and Service Agreement](#)

## RELATED INFORMATION

### **ILFS Provide Services To The Following Regions:**

Northern tier includes Regions 2, 3, 4, 5, 6

Central tier includes Regions 7, 8, 9, 10, 11, 12,

Southern tier includes Regions 13, 14, 15, 16, 17, 18

Lake County covers these duties in-house.